



BALTIMORE COUNTY
OFFICE OF CENTRAL SERVICES
Records Management Division

SCHEDULE NO.

C-583

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RECORDS RETENTION AND DISPOSAL SCHEDULE

BALTIMORE COUNTY BOARD OF APPEALS

AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
1.	<u>GENERAL ACCOUNTING RECORDS</u> Office copies of Goods Received Moranda, Expense/Travel Reports, Petty Cash Vouchers, Direct Payment forms, Purchase Orders, Requisitions, Mileage Reports.	Retain office copies for for two (2) fiscal years then destroy.
2.	<u>SPECIAL ACCOUNTING RECORDS</u> Audit Reports	Retain permanently, for eventual transfer to the Archives.
3.	<u>BUDGET RECORDS</u> Annual Budget Submissions Monthly Budget Printouts Work Papers	Retain annual submissions for five (5) years, then destroy. Retain all other papers for two (2) years, then destroy.
4.	<u>HEARING RECORDS</u> The records of the Board's hearings are taken by a court reporter and retained at the reporter's office. They are not transcribed until there is a request or if the case is appealed to the circuit, appeals or other court. The transcribed copy then becomes a part of the case file. Most remain as court reporter tapes.	Retain the untranscribed tapes for three (3) years, then destroy.
5.	<u>UNOFFICIAL PERSONNEL FILES</u> These files contain information on current employees. Files may contain but are not limited to copies of applications, annual reviews, reprimands and disciplinary actions, awards, doctor slips, accident reports, resumes, etc..	Screen annually and destroy that material no longer needed for current reference. Retain remaining items for two (2) years after termination of employment, then destroy.

SCHEDULE APPROVED BY
RECORDS MANAGEMENT OFFICER

6/23/87 Serald A. Turk
DATE SIGNATURE

SCHEDULE APPROVED BY
COUNTY ADMINISTRATIVE OFFICER

6/29/87 CMH
DATE SIGNATURE

SCHEDULE APPROVED BY
AGENCY, OR DIVISION REPRESENTATIVE

6/23/87 W T. Hackett
DATE SIGNATURE

SCHEDULE APPROVED BY
STATE ARCHIVIST

7/20/87 Sharon
DATE SIGNATURE



RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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ITEM NO.	DESCRIPTION	RETENTION
6.	<u>LEAVE AND TIME SHEETS</u> This file contains office copies of employees annual leave and daily time recordings.	Retain for one (1) year, then destroy.
7.	<u>GENERAL CORRESPONDENCE</u> Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.	Screen annually and destroy that material no longer needed for current business. Directives, policies and other material related to planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the Archives.
8.	<u>REPORTS AND PUBLICATIONS</u> This file includes all reports and publications issued by a board, commission, committee, etc., which result from hearings, meetings, investigations, etc., and document some action or recommendation of the originator.	Retain one (1) copy permanently for eventual transfer to the State Archives.
9.	<u>APPEAL CASE FILES (ZONING)</u> Files may contain but are not limited to general background information, copy of Zoning Request, Zoning Application, photographs, plats, plans, etc.	Retain in office until appeal process completed, then return to the Office of Planning and Zoning.
10.	<u>APPEAL CASE FILES (NON-ZONING)</u> Cases may cover Improvements to Property or Building, CRG's - Property (Housing) Developments, Permits/Licenses, signs, and personnel/retirement disputes, etc. (retirement cases could set precedents in future retirement cases). Files may contain but are not limited to General Background Information, Support Documentation, ledgers, opinions, photographs, testimony, notes showing if case appealed to or from a court, etc.	Retain for ten (10) years after appeals process completed, then microfilm. Retain Microfilm permanently and send the original papers to the State Archives.
11.	<u>APPEAL BOARD OPINIONS/ORDERS FILES</u> These files contain the orders and/or opinions of the Board.	Retain for 10 (ten) years then microfilm. Retain microfilm permanently and send original papers to the State Archives.



RECORDS RETENTION AND DISPOSAL SCHEDULE
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ITEM NO.	DESCRIPTION	RETENTION
12	<u>EXHIBIT LETTERS</u> Files contain original hearing letters on which are noted any exhibits and notes any correspondence returning exhibits.	Retain for 10 (ten) years, then microfilm. Retain microfilm permanently and send original papers to the State Archives.
13.	<u>COURT DECISION FILES</u> Files contain copies of all court decision effecting or concerning a Board of Appeals case.	Retain for ten (10) years then microfilm permanently and send original papers to the State Archives.
14.	<u>DOCKET BOOKS</u> Books show district, case number, names, dates, address, decision, etc. of all Board of Appeals cases.	Retain for ten (10) years then microfilm. Retain microfilm permanently and send original papers to the State Archives.